

# **Request for Applications (RFA) Entitled “Support for OPPT’s Sustainable Futures Pilot Project”**

## **I. Funding Opportunity Description**

The U.S. Environmental Protection Agency, Office of Prevention, Pesticides, and Toxic Substances, Office of Pollution Prevention and Toxics, Risk Assessment Division is funding this opportunity. The purpose of this Request for Applications is to seek support, in the form of a Cooperative Agreement, for the Agency’s efforts to provide outreach and training to stakeholders (chemical manufacturers and formulators, State and Local governments, trade associations, non-profit organizations, citizens groups, and the general public) in the use and applicability of the Pollution Prevention (P2) Framework and PBT Profiler screening models and to help implement the Sustainable Futures Pilot Project. The Sustainable Futures Pilot Project encourages the application of pollution prevention principles during Research and Development (R&D), and the development of inherently low hazard new chemicals submitted as premanufacture notices (PMNs) under section 5 of the Toxic Substances Control Act (TSCA).

The Federal government, in the form of EPA OPPT, will be involved in several aspects. The Agency will provide training, where needed, to the recipient in highly technical and specialized applications of the P2 Framework and PBT Profiler screening models. The Agency will provide software, training manuals and other training materials for use by recipient. As the P2 Framework and PBT Profiler are enhanced over time, the Agency will make the recipient aware of these enhancements and offer additional training to the recipient as necessary. The Agency may participate with recipient in structuring case studies in the application of the P2 Framework and PBT Profiler toward risk reduction outcomes, among other areas.

The full text of the announcement of this funding opportunity can be obtained on the OPPT New Chemicals web site (<http://www.epa.gov/opptintr/newchemicals/sustainablefutures.htm>). A summary of this funding opportunity is available on the Federal Grants Opportunities (FedGrants) web site (<http://www.fedgrants.gov/Applicants/index.html>).

The Sustainable Futures Pilot Project is discussed in a Federal Register notice published on December 11, 2002. A copy of the FR notice and additional information on the Sustainable Futures Pilot Project are available on the OPPT New Chemicals web site (<http://www.epa.gov/opptintr/newchemicals/sustainablefutures.htm>). Information on the PBT Profiler is available at <http://www.epa.gov/oppt/p2framework/docs/profile.htm>. The PBT Profiler screening model is available at [www.pbtprofiler.net](http://www.pbtprofiler.net).

## **II. Award Information**

The Catalog of Federal Domestic Assistance (CFDA) Number is 66.716 (Surveys, Studies, Investigations, Training Demonstrations and Educational Outreach). The estimated total program funding over the expected 4-year life of the COOP is \$750,000. One (1) award will be made. The period of performance is from the award date to 12/31/2008. The cooperative agreement will be funded incrementally on an annual basis.

### III. Eligibility Information

**A. Eligible Applicants.** Assistance under this program is generally available to States, U. S. territories or possession, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions and individuals. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

**B. Cost Sharing or Matching Requirements.** There is no cost sharing or matching required.

**C. Other Factors to be Considered.** EPA will consider the regional location of applicants, in order to ensure that the Great Lakes Region of the United States is well represented.

### IV. Application and Submission Information

**Note to all potential applicants:** Effective October 1, 2003, the Office of Management and Budget (OMB) now requires grant applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. A DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (<http://www.grants.gov/>). The DUNS number will supplement other identifiers required by statute or regulation, such as tax identification numbers.

Organizations can receive a DUNS number in one day, at no cost, by calling the toll-free DUNS Number request line at 1 866 705 5711. Individuals who would personally receive a grant or cooperative agreement award from the Federal government apart from any business or nonprofit organization they may operate are exempt from this requirement. The web site where an organization can obtain a DUNS number is: <http://www.dnb.com>. This takes 30 business days and there is no cost unless the organization requests expedited (1-day) processing, which includes a fee of \$40.

A DUNS number must be included in every application for a new award or renewal of an award, including applications or plans under mandatory grant programs, submitted on or after October 1, 2003. A new revised version of the SF-424 will include the DUNS number. It is anticipated that the new revised SF-424 will be available this fall and can be found on the Internet at: <http://www.whitehouse.gov/omb/grants/sf424.pdf>. However, as a temporary measure applicants can still use the current SF-424 forms but will need to enter the DUNS number in the Applicant Information address block.

**A. Address to Request Application Package and Information.** Forms may be obtained electronically at <http://www.epa.gov/ogd/AppKit/application.htm>, or by contacting Maggie Wilson preferably by email at [wilson.maggie@epa.gov](mailto:wilson.maggie@epa.gov) or by phone at 202-564-8924.

**B. Content and Form of Complete Applications.** Complete applications should describe how each task (described in section D below) will be implemented by the applicant both nationally and regionally. No specific proposal format or template is required, however all requested information should be included in the application.

Federal forms that should be included in the complete application are:

- (1) Application for Federal assistance OMB form 424;
- (2) Budget information form 424A;
- (3) Non-Construction assurances form 424B;
- (4) Certification regarding debarment, etc. form 5700-49;
- (5) Certification regarding lobbying (does not have a form number); and
- (6) EPA Civil Rights form 4700-4.

**C. Pre-Application Assistance.** The only pre-application assistance available under this competition will be related to clarifying the requirements of the RFA. Requests for forms, or other pre-application assistance or information should be made to Maggie Wilson [wilson.maggie@epa.gov](mailto:wilson.maggie@epa.gov), phone 202-564-8924.

#### **D. Activities to be Funded**

The proposals must consist of activities authorized under the Toxic Substances Control Act Section 10. Proposals must include the three tasks listed below. Complete applications must describe how each task will be implemented by the applicant both nationally and regionally.

Activities to be funded include:

- (1) Outreach to stakeholders (chemical manufacturers and formulators, State and Local governments, trade associations, non-profit organizations, citizens groups, and the general public), to make them aware of the Sustainable Futures Pilot Project and the risk screening capabilities of the P2 Framework and PBT Profiler;
- (2) Provide training and technical assistance to stakeholders in the use, applicability, and limitations of the P2 Framework and PBT Profiler; and
- (3) Develop case studies in the application of the P2 Framework and PBT Profiler.

**E. Submission Date.** Applications are due **July 9, 2004**. All applicants must supply a complete application responsive to the pass/fail criterion as well as the complete evaluation criteria presented in section V. Application Review Information, A. Criteria of this announcement. Applications may be submitted in electronic form, by U.S. Postal Service, private shippers (FedEx or UPS), courier, or hand delivery, as described below. Applications must be date stamped by courier service or postmarked by the U.S. Postal Service by midnight EDT (Eastern Daylight Time), **July 9, 2004**.

a. *Electronically.* **Do not submit any confidential information via email.** Send your complete application by e-mail to: [wilson.maggie@epa.gov](mailto:wilson.maggie@epa.gov). If you submit an complete application electronically, include your name, mailing address, an e-mail address and phone number. Also include the same contact information on the outside of any disk or CD you submit, and in any cover letter accompanying the disk or CD. This ensures that you can be identified as the submitter of the complete application and allows EPA to contact you in case EPA cannot read your complete application due to technical difficulties or needs further information.

b. *By mail.* Send your complete application to: Maggie Wilson, U.S. Environmental Protection Agency, Office of Pollution Prevention and Toxics, Mail Code 7403M, 1200 Pennsylvania Ave. NW, Washington, DC 20460-0001.

c. *By hand delivery or courier.* Deliver your complete application to: Maggie Wilson, USEPA-East, Room 6308E, 1201 Constitution Ave. NW, Washington, DC 20004.

**F. Intergovernmental Review.** This program may be subject to E.O. 12372 "Intergovernmental Review of Federal Programs". An applicant should consult the Office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. State contacts are listed at: <http://www.whitehouse.gov/omb/grants/spoc.html>. The single point of contact must notify in writing, within 30 days of the Federal Register Notice announcing availability of funds, the Grants Administration Division of the Environmental Protection Agency whether their State's official E.O. 12372 process will review applications in this program.

**G. Funding Restrictions.** The proposed project will conform to all applicable regulations and cost principles, and other administrative requirements. EPA funds may only be used for the purposes set forth in the award, and shall not include any element of construction. Grant funds may not be used for matching funds for other Federal grants or lobbying. All costs identified in the budget must conform to the applicable Federal Cost Principles contained in OMB Circular A-21, A-87, and A-122. Circulars are available at [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html).

**H. Other Submission Requirements.** Applicants should clearly mark information they consider confidential. Do not submit any confidential information via email. EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, subpart B.

## **V. Application Review Information**

### **A. Criteria.**

**PASS / FAIL CRITERION:** The recipient must have experience in chemical risk screening.

In addition to the Pass / Fail criterion listed above, the successful applicant must describe their knowledge of and experience in the following areas:

CHEMISTRY – Organic and inorganic chemistry, chemical risk screening

RISK ASSESSMENT – Risk assessment concepts

TOXICOLOGY – Human health toxicology, Environmental toxicology

COMPUTATIONAL TOXICOLOGY – Structure Activity Relationships (SARs) and Quantitative Structure Activity Relationships (QSARs), computer modeling applications

OUTREACH / TRAINING / COMMUNICATION – Development of outreach and training efforts and supporting materials for group workshops and one-on-one technical assistance, as well as development and publication of case studies of successful applications

BUSINESS ADMINISTRATION – Impact(s) of technology developments and decisions on business plans, product design/production, and compliance with environmental statutes and regulations, for large and small businesses

**EVALUATION CRITERIA** that will be applied to the review of complete applications and the relative importance of each criterion are described below. A review of completed applications based on evaluation criteria described here will result in the selection of the successful applicant.

*Criteria for selecting a complete application.* Listed below are six criteria used to evaluate complete applications. Complete applications may receive up to 100 points maximum, or 120 points maximum if the 20 bonus points are awarded (see “*Other factors*” at the end of this section describing evaluation criteria).

*i. Project description and justification.* The complete application presents a clear description of the issues which will be addressed regarding outreach and training to stakeholders (chemical manufacturers and formulators, State and Local governments, trade associations, non-profit organizations, citizens groups, and the general public) in the use and application of the P2 Framework and PBT Profiler screening models and in the implementation of the Sustainable Futures Pilot Project. Justification is provided for the tasks. 15 points.

*ii. Project objectives.* The complete application specifies realistic tasks and objectives relating to the P2 Framework, PBT Profiler and Sustainable Futures Pilot Project to address the issues identified in the complete application. 15 points.

*iii. Project strategy.* The complete application includes a well-conceived strategy to address the tasks and objectives relating to P2 Framework and PBT Profiler training and the implementation of the Sustainable Futures Pilot Project, including efforts to ensure entities in and around the Great Lakes are well represented in the Sustainable Futures Pilot Project, and including a proposed schedule for execution of the objectives associated with each task. 20 points.

*iv. Project management.* The complete application identifies and describes qualifications of key personnel. Senior management within the applicant organization and other participating organizations are committed to the tasks and will monitor progress. 15 points.

*v. Identified measures for project.* The complete application contains clear measures of success. Complete applications identify criteria used to track the effectiveness of each proposed task and include the specific format for reporting measures. 20 points.

*vi. Budget.* The complete application includes a budget indicating the funding requested. The description demonstrates effective and judicious use of Federal funds. 15 points.

*Other factors.* The Agency wants to ensure that stakeholders (chemical manufacturers and formulators, State and Local governments, trade associations, non-profit organizations, citizens groups, and the general public) in and around the Great Lakes are well represented as it relates to those participating in the Sustainable Futures Pilot Project. As a result, the degree to which complete applications reflect knowledge of and demonstrated contacts or affiliations with State environmental and regulatory agencies and authorities, private sector trade associations, citizens groups, and other groups in and around the Great Lakes will be considered in making award decisions. These complete applications will receive an automatic 20-point bonus over and above the 100 points available described above.

**B. Review and Selection Process.** A panel comprised of senior EPA representatives from the EPA Headquarters OPPT Risk Assessment Division will evaluate each complete application received. EPA will review all complete applications for quality, strength and completeness against the criteria described above. The review of completed applications based on evaluation criteria described above will result in the selection of the successful applicant. The Agency reserves the right to reject all complete applications and make no award.

**C. Anticipated Announcement and Award Dates.** Anticipated announcement date of recipient of the Cooperative Agreement is **July 23, 2004** and anticipated award date is **August 6, 2004**. Announcement of the successful applicant will be posted on the OPPT New Chemicals web site (<http://www.epa.gov/opptintr/newchemicals/sustainablefutures.htm>). Notification to unsuccessful applicants will be sent by e-mail and regular mail by July 23, 2004.

**D. Disputes Resolution Procedures.** Any dispute will be resolved by following the process in accordance with 40 CFR 30.63 and Part 31, subpart F.

## **VI. Award Administration Information**

**A. Award Notices.** EPA will award the cooperative agreement to the successful applicant by **August 6, 2004**. Notice of award supplied by the EPA Grants Administration Division (GAD) is the authorizing document to begin performance.

**B. Administration and National Policy Requirements.** Periodic audits should be made as part of the recipient's system of financial management and internal control to meet terms and conditions of assistance agreements in accordance with Federal laws and regulations governing the programs in which they participate. For States, Local Governments, and Nonprofit Organizations receiving more than \$300,000 in financial assistance see OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations" available at [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html).

Financial records, including documents to support entries on accounting records to substantiate charges to each assistance agreement, must be kept available to personnel authorized to examine EPA assistance agreement accounts. All records must be maintained for three (3) years from the date of submission of the annual financial status report. If questions still remain, such as those raised as a result of an audit, related records should be retained until the matter is completely resolved.

**C. Reporting.** The recipient, along with the Agency Contact, or designated EPA senior scientist, will develop a process for jointly evaluating and reporting progress under the Cooperative Agreement, and the recipient will report activity measures twice a year.

## **VII. Agency Contact**

Maggie Wilson, EPA OPPT, Phone: 202-564-8924, [wilson.maggie@epa.gov](mailto:wilson.maggie@epa.gov).

## **VIII. Other Information**

### **A. Web Sites**

- Code of Federal Regulations (CFR) online <http://www.gpoaccess.gov/cfr/index.html>
- Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number: <http://www.dnb.com>, or call toll-free DUNS Number request line at 1 866 705 5711
- Federal Register (FR) online <http://www.gpoaccess.gov/fr/>
- Grant Application Forms: <http://www.epa.gov/ogd/AppKit/application.htm>
- Grants and Debarment: <http://www.epa.gov/ogd/index.htm>
- Grants.gov web site for information on Federal grants: <http://www.grants.gov/>
- OMB Grants Management Circulars: [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html)
- OPPT New Chemicals web site: <http://www.epa.gov/opptintr/newchems/>
- P2 Framework: [www.epa.gov/oppt/p2framework](http://www.epa.gov/oppt/p2framework)
- PBT Profiler: [www.pbtprofiler.net](http://www.pbtprofiler.net)
- State points of contact for Intergovernmental Review of Federal Programs: <http://www.whitehouse.gov/omb/grants/spoc.html>
- Sustainable Futures Pilot Project: <http://www.epa.gov/opptintr/newchems/sustainablefutures.htm>